

RG 58

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAY 20 1974	JOB NO NC 174-239
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
<i>6-12-74 James B. Rhoads</i>	
Date	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2. MAJOR SUBDIVISION
Internal Revenue Service

3. MINOR SUBDIVISION
Facilities Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ross H. Thomson

5. TEL. EXT.
184-6711

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5-16-74
(Date)

[Signature]
(Signature of Agency Representative)

**Program Manager, Records
Management Program**
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	The records covered by this request are created and accumulated in the Office of Assistant Commissioner (Stabilization) in the National Office. RCS-113.		
1.	Special Correspondence Files. Congressional and other high-level and public correspondence which is not made part of a specific case. DISPOSE 5 years after the end of the year. PERMANENT. offer to National Archives after 5 years,		DISPOSAL NOT APPROVED
2.	Publications and Document Files. Publications' files contain developmental information for material converted into plain language and issued in booklet format for the use of the general public in understanding and complying with the requirements of the Economic Stabilization Program. Document files are similar but are for use of Internal Revenue Service Stabilization personnel in administering the Economic Stabilization Program. (a) Record Copy. DISPOSE 5 years after the end of the year. PERMANENT. offer to National Archives after 5 years, (b) Copy. DISPOSE when no longer needed.		(c) DISPOSAL NOT APPROVED

G. Terrell

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10 ACTION TAKEN
3.	Forms and Form Letter Files. These files contain developmental information for: forms made up for issuance to the public for completion and return to the Internal Revenue Service; form letters mailed to the public, and forms for the internal use of the Service. DISPOSE 5 years after the end of the year.		
4.	Closed Submission Case Files. These files consist of prenotifications, quarterly reports and regular and special reports filed by various firms in compliance with the Phase IV Economic Stabilization Act. These files contain CLC Form 22 and related Phase IV documents. In addition, these files include other correspondence, for example, justification of an exception or price increase, the accuracy of a filing, or the acceptability of a pricing plan. DISPOSE 5 years after the end of the year.		
5.	Time Reporting (S-4) Computer Tapes. These tapes contain the monthly time report that was input via a remote terminal to the computer system for each employee working directly on the district Economic Stabilization Program. From this computer data, the Time, Cost and Resource Utilization Reports for districts and regions were generated. DISPOSE 5 years after the end of the year.		
6.	Case Data (S-66) Computer Tapes. These tapes contain specific data that was input via a remote terminal to the computer system for preliminary and full-scale investigations, exemption/exception and appeal cases. From this computer data, case histories were retrieved and various reports were generated at the district, regions and National Office. DISPOSE 5 years after the end of the year. PERMANENT. Offer to National Archives on completion of ESP.		DISPOSAL NOT APPROVED